DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2419
Page 1 of 2

Agency Maryland Department of the Environment Division/Unit
Technical and Regulatory Services Administration / Biological Assessment Section

Item No.	Description	Retention
	This schedule supersedes schedule #2279.	
1.	Meeting minutes, reports These records show policy and implementation and include Meeting minutes, reports, notes and project reports for the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar IslandPooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.	Retain permanently, transfer to the State Archives periodically.
2.	Memos, notes and correspondence These records include memos, notes, correspondence, requisitions and miscellaneous information related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for three (3) years, and destroy.
3.	Laboratory data sheets	
	These records include laboratory reports and data related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.	Retain for 5 years, then destroy
4.	Biocriteria final reports, SOPs These records include Biocriteria reports and standards, as well as Standard Operating Procedures (SOPs).	Reference copies -retain until superseded or no longer needed for reference purposes, then destroy.
Scheduled Approved by Department, Agency, or Division Representative. Date Signature Typed Name Deanna Miles-Brown Title Coordinator Schedule Authorized by State Archivist Date Signature Signature Signature Signature		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 2 of 2

Schedule No. 2419

(Continuation Sheet)

Agency Maryland Department of the Environment Division/Unit
Technical and Regulatory Services administration/ Biological Assessment Section

Item No.	Description	Retention
5.	Dredging Web site (shared drive) Notes, correspondence and project reports, and all electronic data to be placed on the MDE web site.	Reference copies –Retain 1 year, then discard.
6.	303 D List (Web site and shared drive) These records show a searchable data list. This includes over 2,000 records, 2002 -present.	Retain permanently and transfer periodically to the State Archives in accordance with Archives Rules and Regulations for Electronic Records.
7.	Fish Kill (Web site and Annapolis field office computer, 2005 –present report on shared drive) These records include: (1)investigations of fish kill incidents data base and annual reports; (2) long term trend data base (1989 –present); and (3) annual fish kill summary reports (hard copies, 1984 –present in Annapolis field office).	Retain permanently and transfer periodically to the State Archives in accordance with Archives Rules and Regulations for Electronic Records.

DGS 550-1A (Rev. 1/93) A:\TEMP\REC_RET1.FRM

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INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 1 Of 7
DEPARTMENT/AGENCY Environment DEFINITION – Records series – A group of related records.	DIVISION Technical and Regulatory Services Adm. ds normally filed and used as a unit for reference as w	UNIT Biological Assessment Section well as retention and disposition purposes.
4. RECORDS SERIES TITLE Meeting minutes, reports		5. EARLIEST YEAR / LATEST YEAR 1997 TO Present
6. RECORD SERIES DESCRIPTION (Briefly describe the types	of information/documents/forms found in the Series. I	
These records show policy and implementation and include r Program, Site 104, Poplar Island and Pooles Island dredging		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size Microfilm	Alphabetical	X File Drawer(s)
Legal Size Computer Tape	Numerical	Microfilm Reel(s) Computer Tape(s)1Other (Specify) Number
Bound Book X Floppy Disk	Chronological	. ,
Audio Tape Video Tape X Other (Specify) – Records kept on hard drive of computer.	Geographical X Other (Specify)	10. ANNUAL ACCUMULATION X File Drawer(s) Microfilm Reel(s) Computer Tape(s)Other (Specify) Number
	<u> </u>	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Pro X Daily Weekly X Monthly	Month(s) Year(s) Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEV	WHERE? (If yes, specify agency or office)
1800 Washington Blvd, 5 th Floor	Yes	X No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes X No	X None State	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION	, transfer to the State Archives periodically.
Yes X No		
19. NAME AND TITLE OF PREPARER Matt Rowe, ES V	20. TELEPHONE NUMBER 410.537.3578	21. DATE 9/20/2006

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

AGENCY RECORDS INVENTORY

	P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 2 Of 7
Environment	2. DIVISION Technical and Regulatory Services Adm.	3. UNIT Biological Assessment Section
DEFINITION - Records series - A group of related record	is normally filed and used as a unit for reference as w	veil as retention and disposition purposes.
4. RECORDS SERIES TITLE Memos, notes and correspondence		5. EARLIEST YEAR / LATEST YEAR 1997 TO Present
6. RECORD SERIES DESCRIPTION (Briefly describe the types	of information/documents/forms found in the Series. I	
These records include memos, notes, correspondence, requisi Site 104, Poplar IslandPooles Island dredging sites, Biocriteria, and E	itions and miscellaneous information related to the PA Biological Taxonomy Standards.	he Hart-Miller Island Exterior Monitoring Program,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size Microfilm	Alphabetical	X File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	Numerical	Other (Specify) Number
Bound Book X Floppy Disk	Chronological	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	X File Drawer(s) Microfilm Reel(s)
X Other (Specify) - Records kept on hard drive of computer.	X Other (Specify)	Computer Tape(s)1Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
X Daily Weekly X Monthly	3 Month(s	s) X Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes X No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes X No	X None State	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION IS AN INDEX SYSTEM USED? (If yes, explain briefly and Memos, notes, correspondence –Retain for 3 years, then destroy.	
Yes X No		
19. NAME AND TITLE OF PREPARER Matt Rowe, ES V	20. TELEPHONE NUMBER 410.537.3578	21. DATE 9/20/2006

AGENCY RECORDS INVENTORY **INSTRUCTIONS** -TYPE OR PRINT A SEPARATE FORM FOR **DEPARTMENT OF GENERAL** EACH NEW OR REVISED RECORD SERIES. FORWARD WITH **SERVICES RECORDS RETENTION SCHEDULE (DGS 550-1)** RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD Page 3 Of 7 P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Technical and Regulatory Services Adm. Environment **Biological Assessment Section** DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. RECORDS SERIES TITLE 5. EARLIEST YEAR / LATEST YEAR Laboratory data Sheets 1997 TO Present 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series). Include the purpose or function of the Series). These records include laboratory reports and data related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar IslandPooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME X Letter Size Microfilm X Alphabetical File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical Other (Specify) Number Bound Book X Floppy Disk Chronological 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical File Drawer(s) X Microfilm Reel(s) Computer Tape(s) X Other (Specify) -Records kept on hard drive of computer. Other (Specify) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER X Daily X Year(s) Weekly X Monthly Month(s) Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 1800 Washington Blvd, 5th Floor 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS 2016年第1日 11日 Federal Independent X None RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Data sheets -Retain for 5 years, then destroy.

20. TELEPHONE NUMBER

410 .537 .3578

21. DATE

9/20/2006

19. NAME AND TITLE OF PREPARER

describe any software/hardware)

Matt Rowe, ES V

X No

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
RECORDS RETENTION SCHEDULE (DGS 550-1)		Page 4 Of 7
1. DEPARTMENT/AGENCY Environment	2. DIVISION Technical and Regulatory Services Adm.	3. UNIT Biological Assessment Section
DEFINITION - Records series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORDS SERIES TITLE Biocriteria final reports, (SOPs)		5. EARLIEST YEAR / LATEST YEAR 1997 TO Present
6. RECORD SERIES DESCRIPTION (Briefly describe the types	of information/documents/forms found in the Series.	Include the purpose or function of the Series).
These records include Biocriteria reports and standards, as w	rell as Standard Operating Procedures (SOPs).	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size Microfilm	Alphabetical	X File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	Numerical	Computer Tape(s)lOther (Specify) Number
Bound Book X Floppy Disk	Chronological	10. ANNUAL ACCUMULATION
Yaudio Tape Video Tape	Geographical	X File Drawer(s)
X Other (Specify) -Records kept on hard drive of computer.	X Other (Specify)	Microfilm Reel(s) Computer Tape(s) LOther (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
X Daily Weekly X Monthly	1 Month	(s) X Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor	14. IS RECORD SERIES DUPLICATED ELSE Yes	WHERE? (If yes, specify agency or office) X No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	•
Yes X No	X None State	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Biocriteria, SOPs – Retain until superseded, or	no longer needed, then destroy.
Yes X No		

20. TELEPHONE NUMBER

410.537.3578

21. DATE 9/20/2006

19. NAME AND TITLE OF PREPARER Matt Rowe, EŞ V

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 5 Of 7
	1.0. BOX 2/3 - JESSUF, MARYLAND 20/94	
DEPARTMENT/AGENCY Environment DEFINITION – Records series – A group of related records.	DIVISION Technical and Regulatory Services Adm. ds normally filed and used as a unit for reference as well.	UNIT Biological Assessment Section well as retention and disposition purposes.
4. RECORDS SERIES TITLE Dredging Web site (shared drive)		5. EARLIEST YEAR / LATEST YEAR 1997 TO Present
6. RECORD SERIES DESCRIPTION (Briefly describe the types	of information/documents/forms found in the Series. I	nclude the purpose or function of the Series).
Notes, correspondence, and project reports and all electronic		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X · Letter Size Microfilm	Alphabetical	X File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	Numerical	lOther (Specify) Number
Bound Book X Floppy Disk	Chronological	
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION X File Drawer(s) Microfilm Reel(s)
X Other (Specify) -Records kept on hard drive of computer.	X Other (Specify)	Computer Tape(s)1Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	<u> </u>
X Daily Weekly X Monthly	l Month(s) X Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor	14. IS RECORD SERIES DUPLICATED ELSE	
	Yes	X No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	·
Yes X No 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	X None State RECOMMENDED RETENTION Dredging Web siteRetain reference copies for	Federal Independent or 1 year, then destroy.
Yes X No		
19. NAME AND TITLE OF PREPARER Matt Rowe, ES V	20. TELEPHONE NUMBER 410.537.3578	21. DATE 9/20/2006

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD

AGENCY RECORDS	INVENTORY
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DEPARTMENT/AGENCY Environment DEFINITION – Records series – A group of related records.	DIVISION Technical and Regulatory Services Adm. ds normally filed and used as a unit for reference as a	UNIT Biological Assessment Section well as retention and disposition purposes.
4. RECORDS SERIES TITLE 303 D List (WEB site and shared drive)		5. EARLIEST YEAR / LATEST YEAR 2002 TO Present
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.	
These records show a searchable data list. This includes over	er 2,000 records, 2002 –present.	
7. RECORD SERIES FORMAT(S) Letter Size Microfilm	8. RECORD SERIES SEQUENCE Alphabetical	9. VOLUME File Drawer(s)
Legal Size Computer Tape	Numerical	Microfilm Reel(s) Computer Tape(s) LOther (Specify) Web site Number and shared drive
Bound Book · Floppy Disk	Chronological	10 ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	File Drawer(s) Microfilm Reel(s) Computer Tape(s)
X Other (Specify) - Records kept on hard drive of computer.	X Other (Specify)	1Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
X Daily Weekly X Monthly	Month(s) Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes X No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes X No	16. AUDIT REQUIREMENTS X None State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Retain permanently, and transfer to the State Archives periodically.	
Yes X No		
19. NAME AND TITLE OF PREPARER Matt Rowe, ES V	20. TELEPHONE NUMBER 410.537.3578	21. DATE 9/20/2006

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NSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 7 Of 7
DEPARTMENT/AGENCY Environment	DIVISION Technical and Regulatory Services Adm.	3. UNIT Biological Assessment Section
DEFINITION – Records series – A group of related reco	ords normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORDS SERIES TITLE Fish Kill (Web site and Annapolis field office compute	er, 2005 - present report on shared drive))	5. EARLIEST YEAR / LATEST YEAR 1984 TO Present
. RECORD SERIES DESCRIPTION (Briefly describe the type		Include the purpose or function of the Series).
hese records include: (1) investigations of fish kill inciden ill summary reports (hard copies, 1984 –present in Annapo		d data base (1989 - present); and (3) annual fis
in summary reports (nard copies, 1984 –present in Annapo	ons neid omce.)	
. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	Numerical	lOther (Specify) Web site Number and shared drive
Bound Book Floppy Disk	Chronological	
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION File Drawer(s)
X Other (Specify) -Records kept on hard drive of computer.	X Other (Specify)	Microfilm Reel(s) Computer Tape(s)1Other (Specify) Number
19. 3-19.4		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
X Daily Weekly X Monthly	Month(Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor	14. IS RECORD SERIES DUPLICATED ELSE	WHERE? (If yes, specify agency or office)
,	Yes	X No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes X No	X None State	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Retain permanently, and transfer to the State	Archives periodically.
Yes X No		
19. NAME AND TITLE OF PREPARER Matt Rowe, ES V	20. TELEPHONE NUMBER 410.537.3578	21. DATE 9/20/2006